

NEWTON RETIREMENT BOARD

Job Posting

Position Title: Administrative Assistant

Location: Retirement Office, Newton City Hall
1000 Commonwealth Ave, #B05, Newton Centre, MA 02459

Date of Notice: May 26, 2020

Position Responsibilities:

Acting under the Retirement Board Director and the day-to-day oversight of the Retirement Board Deputy Director, the Administrative Assistant will primarily be responsible for the enrollment of new members; disbursement of terminated employee retirement accounts; import of member deductions; computing retirement benefit estimates and prior service/military buybacks. The Administrative Assistant will provide general office support and perform other administrative duties as needed. Position will require periodic attendance at various off-site educational workshops.

Qualifications

To effectively perform this job, an individual must possess excellent mathematical/problem solving skills; must be able to communicate effectively with members and retirees of the system; must possess excellent oral and written communication skills; must have the self-confidence to exercise independent judgement and the ability to identify and refer impending problems to the Director; must possess strong organizational skills with the ability to independently structure work assignments to ensure timely and accurate completion.

Education and Experience

Candidate should possess an associate degree in accounting or business-related discipline from an accredited college or university or a minimum of 3-5 years business related experience or equivalent combination thereof. Knowledge of and experience with M.G.L. Chapter 32 and PERAC rules and regulations is preferred, but not required. Knowledge of and experience with PTG (retirement software) and MUNIS software is preferred, but not required. Must be proficient in the use of Microsoft Office applications with an emphasis on Word and Excel. Ability and willingness to improve computer and retirement benefit skills by attending in-service training.

Complete job description can be viewed at: www.newtonma.gov/retire

Salary Range \$50,000 - \$59,999 depending on qualifications and experience.

Office Hours: Monday through Friday, 8:30am – 5:00pm

Benefits:

- City Retirement (Mandatory)
- Deferred 457 Plan (Optional)
- Health/Life/Dental Insurance
- Flexible Spending Account
- Non-Union Position

Submit a cover letter and resume by 6/19/20 to: Kelly Byrne, Director
Newton Retirement Board
1000 Commonwealth Ave, #B05
Newton Centre, MA 02459

Or via email to: kbyrne@newtonma.gov

**Confirmation of email receipt will be sent.*

Position will remain open until filled.

The Newton Retirement Board is an equal opportunity employer.